



# Illinois Department of Transportation

## Memorandum

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To: DIRECTORS, DEPUTY DIRECTORS, AND BUREAU CHIEFS  
From: Dianna L. Taylor  
Bureau Chief of Personnel Management  
Subject: Technical Vacancy  
Date: October 14, 2015

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Attached are the Position Summary Sheet and Position Description for the vacant technical position listed below. Please post this vacancy announcement October 15, 2015 in the designated areas.

The deadline for applicants to submit their names for consideration is **4:30 p.m.** on **Wednesday, October 28, 2015**. Applicants will not be accepted after that time and date.

All applicants will receive a position description for the position they are applying for. If you have any questions, please contact Halie Zulauf or Denise Hamilton at 217/782-5594.

ET IV

Traffic Studies Chief  
Region 4/District 6/Program Development  
Highways  
Springfield

Attachments  
40593

Technical Applications (PM 1080) **must be received** by the Bureau of Personnel Management, Room 113, 2300 South Dirksen Parkway, Springfield, IL 62764 (Fax# 217/557-3134) by **Wednesday, October 28, 2015**, 4:30 p.m. Please include address, daytime phone and position for which applying if not already listed on application. Applicants will be notified in writing to schedule interviews.



## Illinois Department of Transportation

An Equal Opportunity Employer

### Position Summary Sheet

**Classification:** Engineering Technician IV

**Salary Range:** \$4,695 - \$8,775

**Position Title:** Traffic Studies Chief

**Union Position:** ☒ Yes ☐ No

**Position Number:** PW014-23-56-302-11-01

**IPR#:** 40593

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#### Office/Central Bureau/District/Work Address:

Division of Highways / District 6 / Bureau of Program Development / 126 E Ash St, Springfield, IL

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#### Description Of Duties:

This position is accountable for providing traffic estimates for design purposes and all other studies requiring traffic estimates; gathering traffic data to fulfill the Traffic Counting Program required by the Office of Planning and Programming; assisting in the preparation of engineering studies, needs and sufficiency studies; and reviewing the traffic estimates submitted by consultants.

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#### Special Qualifications:

***The following criteria is required:***

- Valid Illinois driver's license
- Occasional travel to set and retrieve traffic monitoring devices; occasional overtime

***The following criteria is desired:***

- An associate degree from an accredited two-year civil engineering technology program. Knowledge, skill and mental development equivalent to the completion of two years of college in pre-engineering or civil engineering technology
- Eight years experience performing a variety of technical tasks of which at least four years should be related to highway engineering
- Ability to perform job duties independently and with minimal guidance/supervision
- Strong communication skills

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#### Shift/Remarks:

8:00 am – 4:30 pm / Monday – Friday

**\*This position is covered under the Revolving Door Prohibition (RDP) Policy.**

**ILLINOIS DEPARTMENT OF TRANSPORTATION  
POSITION DESCRIPTION**

<b>DATE:</b>	July 12, 2013	<b>POSITION:</b>	Traffic Studies Chief
<b>APPROVED BY:</b>	<i>Roger Driskell</i>	<b>OFFICE/DIVISION:</b>	Highways/District 6 Program Development
<b>CODE:</b>	PW014-23-56-302-11-01	<b>REPORTS TO:</b>	Systems & Services Engineer

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***Position Purpose***

This position is accountable for providing traffic estimates for design purposes and all other studies requiring traffic estimates. This position also gathers traffic data to fulfill the Traffic Counting Program required by the Central Office of Planning and Programming, assists in the preparation of engineering studies, needs and sufficiency studies and reviews the traffic estimates submitted by consultants.

***Dimensions***

Subordinate Personnel:	2 direct, 2 indirect
Traffic Estimates:	150 annually
Consultant Submittals:	20 annually
Seasonal/week long machine counts:	70 annually
County Coverage machine counts:	2,000 annually
Video and Visual classification counts:	50 annually
Geographical area:	15 counties

***Nature and Scope***

This position reports to the Systems & Services Engineer as do the Systems Inventory Chief and the Urban Planner. Reporting directly to this position is the Traffic Studies Technicians.

The incumbent functions throughout the 15 counties comprising District 6 and must be familiar with all local traffic conditions. This position required some travel and frequent contacts in the public and private sectors. Traffic estimates are used to aid in prioritizing projects in the programming process. Traffic volumes are used to determine the standards for project design. Accurate estimates are imperative to avoid the high cost of over or under design. Through documentation and use of the latest methodology, the incumbent must ensure the accuracy and integrity of the estimates and basic traffic counts. The incumbent is also responsible for scheduling of counts to ensure the completion of all programs by the established deadlines.

Typical problems are technical and managerial in nature. The incumbent must train and motivate subordinates. It is imperative to impress subordinate personnel with the need to obtain accurate data. The greatest challenge of this position is to ensure the accuracy and integrity of all data supplied, especially the estimates used for design and to maximize the use of manpower and equipment.

Functions personally performed are scheduling of personnel and determining the methods to be used to collect the traffic data needed. The incumbent must also analyze and review traffic counts to assure their credibility and conduct research to determine trends and establish factors that can be applied to short-duration traffic counts in order to obtain an average daily traffic count. In addition, the incumbent personally prepares the more difficult and involved estimates and forecasts of type and volume of traffic for planning and design purposes and supervises the preparation for the more routine estimates and forecasts. The editing of traffic volumes shown on county and state traffic maps and the providing of traffic count data to the Traffic Studies Unit in the Central

Bureau of Planning to be used in the publication of county and state traffic maps, IDOT websites both internal and external, and traffic data booklets are also a function performed by the incumbent. The incumbent also plan and directs special studies such as intersection surveys, rest area usage, vehicle occupancy and origin and destination studies and maintains supplies and equipment required to conduct an efficient traffic counting program. The incumbent uses various computer skills for transference of field data, long-term storage and retrieval of said data and calculation and analysis of information.

The incumbent accomplished accountabilities through the following staff:

*Traffic Studies Technician* – who gathers traffic data through visual and machine counts and classification counts, provides technical assistance to local governments engaged in the collection of traffic data and directs and schedules work assignments of subordinates.

The incumbent operates within the guidelines established by the manuals of instruction for making traffic counts, traffic count analysis, making traffic estimates for design purposes and making traffic estimates for new highway facilities. This position recommends equipment purchases, the location for and installation of permanent count stations and the maintenance of this equipment. The incumbent must assign responsibilities, discipline, evaluate, motivate and recommend increases in salary. The incumbent must also ensure that subordinates use and maintain equipment properly, as well as work in a safe manner. Problems beyond the scope of the incumbent include major equipment purchases and the hiring of new personnel.

The incumbent has internal contacts with personnel in the Central Office of Planning and Programming and the District Offices. There are contacts with all District Bureaus in need of traffic data. The incumbent also has external contacts with local government officials, county engineers, city engineers, consulting engineering firms, attorneys and various business representatives and developers. This position may require overtime and travel.

The effectiveness of this position is measured by the timely and accurate submission of traffic data.

### ***Principal Accountabilities***

1. Estimates and forecasts traffic data and prepare and submits traffic studies.
2. Ensures that the traffic data presented in traffic volume maps, websites and traffic studies is as accurate and timely as possible.
3. Performs daily scheduling of traffic counts by subordinates.
4. Keeps abreast of traffic trends and keeps a good record system for retrieval of past traffic data necessary to determine and evaluate trends.
5. Ensures that the operation of the various fixed locations of continuous traffic counting devices is uninterrupted.
6. Trains, supervises, motivates and evaluates personnel to ensure that their work is efficient and their information is accurate.
7. Performs duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.
8. Performs other duties as assigned.